

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Maintenance Man 1 #186715

ANNOUNCEMENT NO. 137-2015

SALARY: WS-210 / Minimum \$22,069 / Maximum \$45,136 annually

LOCATION: LANG-GL, Gillis Long Center, Carville, La.

OPEN: 5 November 2015

CLOSE: 19 November 2015

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Ability to work and communicate effectively with peers, superiors, subordinates, agency personnel and the public.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Serves under the Supervision of the Maintenance Foreman (Grounds). Performs tasks associated with the support of Facility Engineers, maintenance of equipment and other maintenance related tasks. Physically performs the manual labor associated care upkeep of the Grounds at the Gillis W. Long Center. Performs a variety of Facility Engineers duties in support of the overall installation and repair workload, supports the W. Long Center during State emergencies and special projects. Maintains Installation grounds, flower beds, road medians, fence lines and trees. Performs ground keeper duties such as weed eating, wooding and mulching flowerbeds, pruning/trimming hedges and shrubs, trimming trees, designing and installing landscaping scenery, edging and keeping all drainage system clean and free of debris.

Provides quality control checks to ensure landscaping, grounds and waste management contractors are performing service specified to contract agreement. Assist in removing of excessive waste material between scheduled pick-ups. Maintains and service all equipment assigned to the Shop. Employee must be able to operate and maintain a chainsaw.

Performs other duties as assigned, to include the following: Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Maintain accountability of all equipment and/or ensure data cards are up to date. Maintain and practice good environmental protection measures. Must respond to tenant requests with professionalism and courtesy. Must inform the supervisor of all telephone and address changes.

Completion of SHARP Training and fosters sexual harassment free environment.

Completion of Ethics and Suicide Prevention Training.

Completion of SHARP training and foster sexual harassment free environment. Represent the Facility Superintendent in his absence. Perform other duties assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/join-us/state-technician-vacancies>** Application(s) must be submitted to the following Human Resources Employee Assistance Officer:

Ms. Carol Hadley

LMD-HR (Gillis W. Long Center), Carville, La.

E-mail: carol.m.hadley.nfg@mail.mil

Office: (225) 319-4814

Fax: (225) 319-4772